

SPECIAL LICENSES
For Beer and Wine
ADAMS FARM
And other Town Property

1. Special Licenses are required if you keep, expose, sell or deliver any alcoholic beverages. They are issued to persons holding a function at a place that presently doesn't have a liquor license.
2. License is limited to Wine and Malt Licenses only. The License has to be made out in the name of the person having the function.
3. In all cases where wine and/or malt is served, it must be by a caterer or bar service . All persons involved in the service of liquor are required to attend a server training program and must be server trained prior to serving any alcoholic beverages. Copies are to be on file in the Selectmen's Office. (TIP Certified)
4. Copy of Worker's Compensation Affidavit must be filled out by the bartending/caterer and, if applicable, a copy of the Worker's Compensation Certificate of Liability Insurance submitted.
5. All Alcoholic beverages must be purchased from a licensed Massachusetts Wholesaler and must be removed after function.
6. The Caterer/bar service must provide evidence of Liquor Liability insurance naming the Town of Walpole as additional insured. The coverage shall be at a minimum of \$1,000,000 per occurrence and \$3,000,000 aggregate.
7. The Town shall also require a certificate for General liability naming the Town of Walpole as additional insured on a per occurrence basis \$1,000,000 bodily, injury & property damage.
8. The wine/malt per the ABCC may not be delivered until the day of the event and removed the same day.
9. A police detail , a minimum of (1) detail to run from one hour before the start and one hour after the end of the event. The Board may request additional officers.
10. The Beer/Wine may not be served prior to 11 a.m. Mon-Sat and noon on Sundays.
11. A sketch of the area showing where the bar will be located shall be provided and clearly indicating how the beer/wine will not be consumed outside the licensed area. Whether that be a tent or segregated temporary fenced in area on the town's property.
12. Fee is \$35.00 for a Wine and Malt .
13. Approval must be received from the Police Department for the function.
14. The license shall be posted in a conspicuous location during the event.

IF LOCATED ON TOWN PROPERTY

The applicant must further provide:

Copy of Liquor liability insurance.

A signed Release from Liability, Indemnity and Hold Harmless Agreement

An 8 x 11 floor plan of the premises (Indoors or Outside) to be licensed showing the exact location within the event area where alcoholic beverages will be sold, served, and consumed and indicating all entrances and exits.

Police presence is required at the cost of the applicant. The number of officers required is at the discretion of the Police Department.

The ABCC strongly urges that applicants for a 1-Day license submit their applications to the local licensing authorities at least sixty (60) days prior to their event. This will ease the burden on the local licensing authorities, while allowing organizations enough time to rectify any issues that they may have with their applications prior to their event.



Town of Walpole
Application for One Day License

*A Special License is a temporary license issued to a responsible party. The Board may issue a Wine & Malt License to any enterprise; however, only non-profit organizations may be issued a One Day All Alcoholic License. No more than 30 One Day Licenses may be issued to any person per calendar year. Special License holders **MUST** purchase alcoholic beverages from an authorized source, usually a licensed wholesaler in Massachusetts, not from a package store and **CANNOT** accept donations of alcoholic beverages from anyone.*

Today's Date: _____

Date of Event: _____

The application is for:

☐ Wine & Malt Only: **\$35.00**

Is this your first application? **YES/NO**

Name of Non-Profit Organization/or individual: _____

Address: _____

Telephone Number: () _____ - _____ Email: _____

Name of Event Manager if applicable: _____

Name of Bartending Service if applicable: _____

Address: _____

Telephone Number: () _____ - _____ Email: _____

Proof of TIP Certification: _____

EVENT INFORMATION:

Description: _____

Location: _____

Estimated Attendance: _____ Hours of Event: _____

Approved by Board _____

Restrictions: _____

**RELEASE FROM LIABILITY, INDEMNITY
AND HOLD HARMLESS AGREEMENT**

I, _____, in consideration of my being
allowed to _____
_____ do forever

RELEASE, acquit, discharge and covenant to hold harmless the Town of Walpole, a municipal corporation of the Commonwealth of Massachusetts, and its successors, departments, officers, employees, servants, attorneys and agents, of and from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation on account of in any way arising out of, directly or indirectly, all known and unknown personal injuries or property damage which I may now or hereafter have or may acquire, resulting or to result from said participation in the aforementioned activities. Furthermore, I hereby agree to protect the Town of Walpole and its successors, departments, officers, employees, servants, attorneys and agents against any claim for damages, compensation or otherwise arising out of or resulting from any injury to any party in connection with said participation in the aforementioned activities and to INDEMNIFY, reimburse or make good to the Town of Walpole or its successors, departments, officers, employees, servants and agents any loss or damage or costs, including attorneys' fees, which the Town of Walpole or its representatives may have to pay if any litigation arises from said participation in the aforementioned activities.

I hereby further covenant for myself, my successors and assigns not to sue the said Town of Walpole, its departments, officers, employees, servants, attorneys, and agents on account of any such claim, demand or liability.

Singed this _____ day of _____, 20____.

Applicant User : _____

Please print name: _____

Telephone: _____



The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, Mass. 02111

Workers' Compensation Insurance Affidavit - General Businesses

Applicant Information:

Please Print Legibly

name: _____

address: _____

city: _____

state: _____

zip: _____

phone # _____

work site location (full address): _____

☐ I am a sole proprietor and have no one working in any capacity. **Business Type:** ☐ Retail ☐ Restaurant/Bar/Eating Establishment

☐ I am an employer with _____ employees (full & part time). ☐ Office ☐ Sales (including Real Estate, Autos etc.)

☐ I am an employer providing workers' compensation for my employees working on this job.

company name: _____

address: _____

city: _____

phone #: _____

insurance co. _____

policy # _____

☐ I am a sole proprietor and have hired the independent contractors listed below who have the following workers' compensation policies:

company name: _____

address: _____

city: _____

phone #: _____

insurance co. _____

policy # _____

company name: _____

address: _____

city: _____

phone #: _____

insurance co. _____

policy # _____

Failure to secure coverage as required under Section 25A of MGL 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one years' imprisonment as well as civil penalties in the form of a STOP WORK ORDER and a fine of \$100.00 a day against me. I understand that a copy of this statement may be forwarded to the Office of Investigations of the DIA for coverage verification.

I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.

Signature _____

Date _____

Print name _____

Phone # _____

official use only do not write in this area to be completed by city or town official

city or town: _____ **permit/license #** _____

☐ check if immediate response is required

contact person: _____

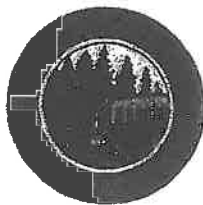
phone #: _____

- ☐ Building Department
☐ Licensing Board
☐ Selectmen's Office
☐ Health Department
☐ Other _____

(revised Sept. 2003)

Board of Health

William Morris, Chairman
Mary Dolan-Ciapiak, Clerk
Richard Bringham, MD
Claire Wolfram
Carol Johnson



Town Hall
135 School Street
Walpole, Ma. 02081
Phone (508) 660-7321
Fax (508) 668-2240

Town of Walpole Commonwealth of Massachusetts

Adams Farm Procedures for Temporary Food Permits For Events and Parties

Section I-Purpose

Currently Adams Farm does not have any kitchen facilities or hand washing facilities, so it is impossible to provide certain physical facilities required by federal 1999 Food Code and 105 CMR 590 for permanent food service facilities. These conditions make it necessary to restrict the types of food and the amounts of food served at Adams Farm. It is also necessary to modify requirement for procedures outlined in the Food Code.

Section II-Regulations

1. All temporary food service operations in which food is sold must obtain proper permits to operate from the Board of Health. Each permit issued by the Board of Health is to be annotated showing the types of food products to be sold. If you are not selling food, you do not need a permit from the Board of Health but you **do** need to follow all other regulations.
2. There is to be NO food preparation allowed in the Pavilion on Adams Farm. All food served must be all ready prepared before it comes on site..
3. All food and drink shall be clean and wholesome, free from spoilage, and shall be stored, displayed and served so as to be protected from flies, dust, vermin and other contamination (eg. properly covered).
4. All foods which require refrigeration shall be kept in containers or units capable of maintaining constant and proper temperatures. Frozen foods shall be kept at 0 degrees F or below and perishable foods shall be kept at 45 degrees F or below.
5. Hot foods such as pizza, must be delivered to the Pavilion hot and served immediately.
6. Homemade food items such as pies, cakes, breads, cookies, etc shall be prohibited unless they are properly identified and labeled. All homemade food items shall be marked "homemade" and shall have a label containing the name of the item, the name and address of the person who prepared the item and a list of the ingredients used in preparing the item.
7. All foods shall be dispensed in single service containers. Straws shall be individually wrapped. Condiments and spices shall be provided in individually wrapped portions or from adequately covered containers.
8. All persons engaged in food service shall wear clean garments and shall keep their hands clean at all times while handling food and drinks. Smoking is prohibited in food service.
9. All food areas shall be kept clean and free from rubbish, debris and other extraneous materials. All garbage shall be kept in proper containers and covered with tight fitting lids. All garbage shall be disposed of at the end of the event/party.

10. Alternative hand washing methods such as "wet naps" and a bottled sanitizer shall be provided. Servers of food can not use bare-hand contact of food

11. An on site inspection may be made before or during the event. Failure to meet Board of Health regulations will result in denial of a permit to operate or denial in allowing the event/party to have food.

12. Any additional requirements deemed essential by the Board of Health to protect public health based on the conditions observed in each operation must be met before a permit to operate is issued.

204-003: SPECIAL LICENSE REQUIRED IN ORDER TO SELL OR SERVE WINE AND/OR MALT BEVERAGES

1. All businesses, private individuals, and organizations holding events at town property must seek permission for the use of Town property and must file an application for a One-Day Special License pursuant to M.G.L. c. 138, Section 14 with the Licensing Board where Wine and/or Malt beverages are to be sold, tickets are to be sold, or an entrance fee is to be charged. The Town has the right to reject any requests to serve or sell wine or malt beverages on Town property. Special licenses for the sale of wines and/or malt beverages may be issued to a responsible manager of any indoor or outdoor activity (for profit or non-profit). Proof of an organization's non-profit status may be required. Approval by the Board of Selectmen under this section is necessary to avoid violation of Article XIII-Police Regulations Section 3 of the Town of Walpole Bylaws.

2. SPECIAL LICENSES IN GENERAL

Special licenses may be issued only to a natural person or a natural person in conjunction with a business, organization, charity or Town Department. The person named on the Special License must sign the application for the license. The person named on the license is responsible for management of the license and shall be on the premises for the entire event. The person named on the license shall be a United States citizen. It is essential that the licensee have control of the area in order to preclude service to underage persons, to intoxicated persons, etc. If the event takes place in an outside area, or outside a Town Facility, beer and wine may only be sold, served and consumed within the delineated area approved by the Board of Selectmen. This area must be enclosed by a fence, rope or other means to prevent patrons or members of the public from wandering in and out with alcoholic beverages of any kind.

3. PURCHASE FROM A WHOLESALER

For events that are required to obtain a One-Day Special License, all wine and malt beverages must be purchased by the license holder from an authorized source of alcohol, usually a licensed wholesaler in Massachusetts, as show on a list for 1-Day licenses issued by the Alcoholic Beverages Control Commission, in compliance with 204 CMR 7.05. Alcohol may not be purchased out of state, from a caterer, or from a package store. The list of authorized sources of alcohol is available at the Selectmen's Office or through the State Alcoholic Beverages Control Commission.

4. ALCOHOL SERVICE

In all cases, where wine and/or malt is served or sold, it must be served by a caterer or bar service who has presented evidence of liquor liability insurance naming the Town of Walpole as additional insured. The liquor liability coverage shall be at a minimum of \$1,000,000 per occurrence and \$3,000,000 aggregate. The Town shall also require a certificate for General liability naming the Town of Walpole as additional insured on a per occurrence basis, \$1,000,000 (bodily injury & property damage) liability limit and with an aggregate of \$3,000,000. It will be at the Board of Selectmen's discretion as to whether higher limits on insurance are needed.

5. STORAGE OF ALCOHOL

No wine and/or malt beverages may be stored on any unlicensed premise. For special events covered under a One-Day Special License, alcohol must be delivered the day of the event and removed from the premises after the event at the expiration of the Special License. Under State Alcoholic Beverages Control Law, M.G.L. Chapter 138, Section 22, holders of a One-day Special License may not transport wine and/or malt beverages without a permit. A caterer may transport wine and/or malt beverages on behalf of a Special License holder only if that caterer has a current transport permit issued by the Alcoholic Beverages Control Commission.

6. POLICE DETAIL

All one (1) day wine and malt licenses granted on Town property require a minimum of one (1) police detail, to run from a minimum of one (1) hour before the start of the event, to one (1) hour after the end of the event. More officers and additional hours may be added at the discretion of the Board of Selectmen based on factors such as number of guests, location, date, time and type of event. Police detail is to be paid for by the applicant

7. POSTING

The licensee is required to post the Special License in a conspicuous location during the event.

8. HOURS

No special licensee may sell or deliver any alcoholic beverages between the hours of 1:00 a.m. and 8:00 a.m.

The hours during which sales or serving of wine or malt beverages may be made by a special license shall be fixed by the Board of Selectmen as Licensing Authority for the Town, but no special licensee may sell, serve, or deliver any alcoholic beverage before 11:00 a.m., Monday through Saturday, before 12:00 p.m. on Sundays, or between the hours of 1:00 a.m. and 8:00 a.m.

9. ISSUANCE, SUSPENSION, CANCELLATION, OR REVOCATION

The Board of Selectmen has the authority to refuse to issue or reissue a special license, if the licensee fails to comply with state or local regulations or any reasonable requirements of the local licensing authority.

The Board of Selectmen has the authority to suspend, cancel or revoke a special license, after a hearing, if the licensee fails to comply with state or local regulations or any reasonable requirements of the local licensing authority.